

**MINUTES OF WESTMILL PARISH COUNCIL MEETING REMOTELY VIA ZOOM ON
19 August 2020 AT 2.30PM****Councillors: Michael McRae (Chair)
Diane Bowtell****Winston Pickup
Anne Downes****Bernadette King
Ray Partridge****Officer attending: Sarah Kubica (Clerk and RFO)****APOLOGIES FOR ABSENCE**

20.65 N/A

DECLARATIONS OF PECUNIARY INTEREST

20.66 Cllr McRae declared an interest in matters relating to the Greg Trust in his capacity as a Trustee of the Greg Trust

PUBLIC PARTICIPATION

20.67 One member of the public present – no comments

MINUTES OF MEETING

20.68 The minutes of the WPC meeting held on the 1 July 2020 were unanimously approved as a correct record

FINANCE

20.69 Audit requirements for the year ending 2019/2020

- | | |
|---|--------------------|
| a) To approve the Annual Accounts 2019/2020 | Agreed unanimously |
| b) To approve the Certificate of Exemption 2019/2020 | Agreed unanimously |
| c) To approve the Annual Internal Auditor Report for the year 2019/2020 | Agreed unanimously |
| d) To approve Section 1, the Annual Governance Statement 2019/2020 | Agreed unanimously |
| e) To approve Section 2, Accounting Statements 2019/2020 | Agreed unanimously |
| f) Dates for the public rights period (30 working days to commence 24.8.20) | Agreed unanimously |

FINANCE REPORT

20.70 RFO distributed 2020-21 banking spreadsheet to members. New homes bonus received from EDHC. Cllr Downes enquired as to the amount and Cllr King referred to a sliding scale decreasing annual figure that had been notified the Clerk previously.

20.71 The payments before Council were agreed. The list of payments (updated at the meeting) are an appendix to these minutes. The Council also discussed potential payments for tree pollarding towards the end of 2020. A verbal quotation for the work has been received from PR Newson. Cllr Downes re-iterated the need for obtaining competitive quotes for work. Cllr Pickup referred to the Standing Orders, section 18 which deals with this and suggested future discussion at a physical meeting with members.

20.72 Online banking working well, direct debit set up for web hosting and banking procedures in place.

PLANNING

20.73 3/20/1115/LBC status: refuse consent, 3/20/1239/HH status: awaiting decision, 3/20/1263/HH status: awaiting decision, 3/20/0600/FUL status: awaiting decision

HIGHWAYS

20.74 Cllr Downes has asked for road work signs on CGL to be removed, extensive resurfacing and pothole repair on CGL carried out. Chair has received complaints from parishioners regarding parked commercial vehicles on the village green.

WEBSITE

20.75 New website is up and running, Clerk is loading content. Clerk has subscribed to Cookiebot which surveys and reports whether website cookies are found on a monthly basis. Cllr King to remind parishioners to submit photos for the website banners and design a logo and Cllr McRae will include this in the WPC update in the September newsletter.

POLICY DOCUMENTS UPDATE

20.76 Cllr Pickup to reword privacy statement to reflect that cookies are not used on the website after the first Cookiebot survey reported zero cookies.

TRAINING

20.77 CiLCA course is available through HAPTC but Clerk has decided against starting the training at the present time due to other work commitments.

SERVICE PROVISION

20.78 The Greg Trust has kindly offered to cover the cost of the installation of a dog foul bin at the recreation pitch. After discussion at the last WPC meeting regarding the over flowing bin at the recreation field and the health and safety implications of clearing dog waste there was full member agreement to cover the annual EHDC costs of £131.60 to empty and maintain the dog foul bin which is a huge asset to Westmill residents. Awaiting invoice from EHDC.

RISK ASSESSMENT

20.79 Bus shelter undergrowth needs clearing, Cllr McRae has cleared litter at the site. Cllr McRae to request tree consultant survey for the lime tree on the village green after recent tree work suggested the tree was unhealthy.

GREG TRUST

20.80 Cllr McRae provided an update: village Hall remains closed due to Covid restrictions with the exception of the nursery which reopened on 16 June and is able to operate exclusively in accordance with government PPE and cleaning requirements. Childrens' playground reopened on 4 July with signs indicating that the equipment is used at own risk. Cllr King involved in the establishment of a croquet group in the childrens' playground.

MATTERS ARISING

20.81 Cllr Downes to contact EHDC regarding excessive weed growth covering A10 pavement and will request that undergrowth surrounding the bus shelter is also cut back. Cllr Bowtell raised issue of dangerous dip on the road at the A10 left hand turning into Station Hill. Cllr Downes agreed to raise this with Highways. Cllr King will publicise the Countryside Alliance Clean-up 19 September, 10am on the village green on Facebook and Westmill What'sApp group. Cllr King will source binbags, gloves and litter picking sticks and claim any expenses. Cllr Pickup recommended that the proposal detailing changes on the Buntingford roundabout are worth a look. Cllr Partridge raised the issue of the new Government consultation planning documentation and a short discussion followed regarding the length of the document at over 100 pages.

DATE OF NEXT MEETING

20.82 Next WPC meeting proposed date: Wednesday 18 November, 7.30pm in the village hall

MEETING CLOSE

20.83 The meeting closed at 4.35pm. Cllr McRae thanked everyone for their contribution

APPENDIX

Payments since last meeting 1 July 2020 (updated in the meeting)

Cheque/DD/BACS	Item Description	Amount	Payee
BACS	LITTER MAY	96.00	M.MASON
BACS	LITTER JUNE	96.00	M MASON
BACS	LITTER JULY	96.00	M MASON
DD	ELECTRICITY JUNE	1.58	EON
BACS	CLERKS SALARY	662.50	S KUBICA
BACS	E-COURSE GDPR	70.00	HAPTC
BACS	ZOOM SUBSCRIPTION AUG SEP	28.78	S KUBICA
BACS	WEBSITE & EMAIL IONOS	6.00	S KUBICA
BACS	LIME TREE	540.00	PR NEWSON
BACS	ZOOM SOFTWARE JUL-AUG MEETING	28.78	S KUBICA

Payments expected to December 2020

Cheque/DD	Item Description	Amount (VAT incl)	Payee
BACS	LITTER AUG, SEPT, OCT, NOV, DEC	480.00	M.MASON
Cheque	GRASS CUT JUNE	49.00	M FOSKETT
Cheque	GRASS CUT JULY	98.00	M FOSKETT
Cheque	GRASS CUT AUGUST	98.00	M FOSKETT
Cheque	GRASS CUT SEPTEMBER	98.00	M FOSKETT
	TREE POLLARDING EST	500.00	
DD	ICO REGISTRATION	35.00	ICO
BACS	CLERKS SALARY JULY-SEPT EST	192.00	S KUBICA
DD	ELECTRICITY JULY	0.20	EON
DD	ELECTRICITY AUG EST	0.20	EON
DD	ELECTRICITY SEP EST	0.20	EON
DD	ELECTRICITY OCT EST	0.20	EON
DD	ELECTRICITY NOV EST	0.20	EON
DD	ELECTRICITY DEC EST	2.00	EON
BACS	SUBSCRIPTION	10.00	100 PARISHES
BACS	DOG FOUL BIN EMPTYING	131.60	EHDC
BACS	CHT ANNUAL SUPPORT	151.20	CHT
	XMAS TREE	100.00	
DD	WEBSITE & EMAIL AUG, SEP, OCT, NOV, DEC £3.60 PER MONTH	18.00	IONOS
BACS	CLERKS SALARY OCT-DEC EST	192.00	S KUBICA

